



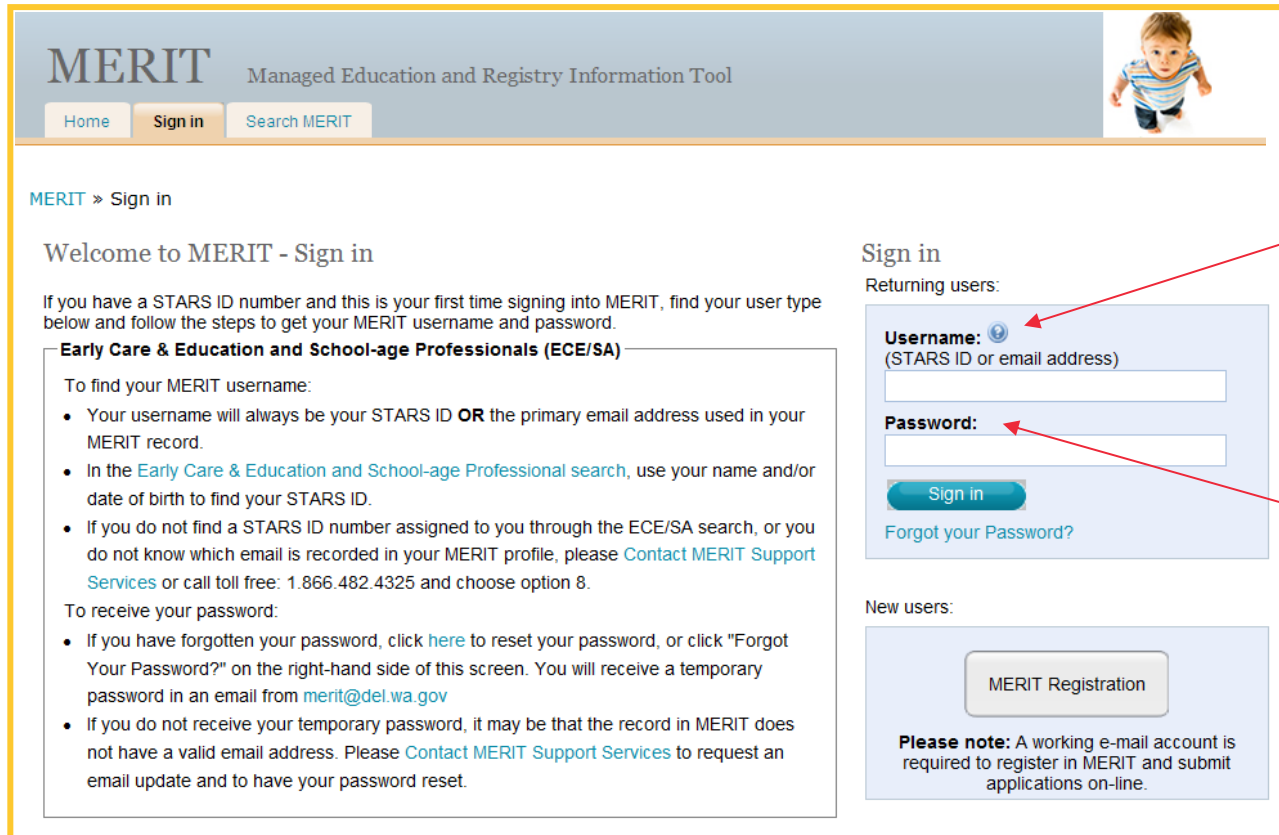
Early Achievers Request for On-Site Evaluation – The Step-by-Step Guide

Seven easy steps to complete and submit your Early Achievers Request for On-Site Evaluation
in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the
Washington State Department of Early Learning



Step 1: Log into your MERIT account at merit.del.wa.gov



The screenshot shows the MERIT login page. At the top, there's a header with the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below the header are three buttons: 'Home', 'Sign in', and 'Search MERIT'. A small image of a child is in the top right corner. The main content area is titled 'Welcome to MERIT - Sign in'. It contains instructions for first-time users and a section for 'Early Care & Education and School-age Professionals (ECE/SA)'. On the right, there's a 'Sign in' section for returning users with fields for 'Username' and 'Password', a 'Sign in' button, and a 'Forgot your Password?' link. Below that is a 'New users' section with a 'MERIT Registration' button and a 'Please note' message. Red arrows point from the 'Username' and 'Password' labels to the corresponding text in the instructions on the right.

MERIT Managed Education and Registry Information Tool

Home Sign in Search MERIT

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

Early Care & Education and School-age Professionals (ECE/SA)

To find your MERIT username:

- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

Sign in

Returning users:

Username: (STARS ID or email address)

Password:

Sign in

[Forgot your Password?](#)

New users:

MERIT Registration

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

A. Username: Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

B. Password: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

Step 2: Accessing the Early Achievers Sub Tab

[Home](#) [News](#) [My Record](#) [Facility/Site](#) [Applications](#) [Search MERIT](#) [Logout](#)

MERIT » Facility/Site

Facility/Site Details

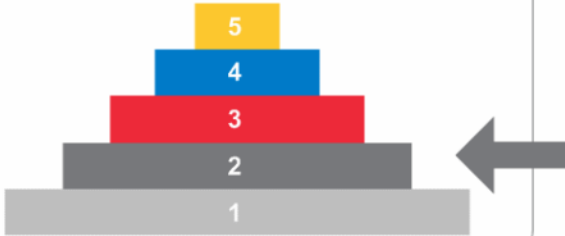

EARLY CHILDHOOD CENTER
Helena Bonham-Carter
123 Any Street
Federal Way, WA 980923

Data current as of 9/21/2013

Early Achievers
Status: Participating in Quality Improvement

Provider ID		Licensed Capacity	66 children
Facility Type	Family Child Care Home	Ages Served	From 1 month To 12 years
License Type	Non-Expiring	Current License Status	Open
Initial License Date	4/20/2009	DEL Licensor	
Anniversary Date		DEL Licensor Phone	
License Expires	Non-Expiring		
Primary Contact Name		Director Name	
Primary Contact Date of Birth		Director Date of Birth	

[Employees Information](#) [Account Management](#) [Early Achievers](#)



YOU HAVE COMPLETED LEVEL 2.

You have met all Level 2 requirements and are eligible to request an on-site evaluation. Programs should only request an evaluation when they feel confident they can meet the minimum thresholds for ERS and CLASS. Each assessed classroom must score at least a 2 on Instructional Support in the CLASS, a 3.5 on Emotional Support and Organization/Emotional and Behavioral Support in the CLASS, and a 3.5 on the ERS to achieve a Level 3-5 rating. We recommend that you consult with a local technical assistance provider to review your readiness for rating.

To be considered for Levels 3-5, please submit the Early Achievers Request for On-Site Evaluation on this page. Evaluation requests are scheduled during three month assessment windows. Evaluation requests are approved by the QRIS Regional Coordinator.

Quality Rating Improvement System (QRIS) Applications

Early Achievers Registration	Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).
Early Achievers Application for Level 2	Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
Early Achievers Request for On-Site Evaluation	Use this application to apply for an on-site evaluation for Levels 3-5 of Early Achievers.

Click on the blue highlighted link *Early Achievers Request for On-Site Evaluation*.

Step 3: Request for On-Site Evaluation, Facility Information

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Cancel Next

Verify the following facility information and make updates as needed. Please note: all teaching staff must have active professional records in order for your program to be evaluated.

Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

Optional
Name of Secondary QRIS Contact: email:
Role within the Program: Phone:

Program Schedule

Please select all that apply (check at least one box on each line):

☒ Full Day (more than 5 hours) ☐ Part Day (less than 5 hours) ☐ 24 hours
☒ Full Year ☐ Part Year (Example: June to September)

Children Served

How many children are you approved to serve (ex. Licensed capacity)? Do not include dedicated school-age slots (6-12 years). 12

Ages Served. Please check all that apply:

☐ Check/Uncheck All
☒ Infant (0-11 months) ☒ Toddler (12-29 months) ☒ Pre-School (30 months - 5 years)

Total number of children from ages 0 through 5 years currently enrolled: 12

Total number of teaching staff: 2

Total number of classrooms: 1

Classrooms

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

+ Click here to add a Classroom

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Name(s) of Teaching Staff	Delete	Edit
No Records Found								

Cancel Next

Early Achievers Request for On-Site Evaluation, Step 1: Facility Information.

Your information will auto-fill from your Early Achievers Application for Level 2. Please review and make updates if any of the information has changed.

Under “Classrooms” please review that the correct staff is documented as teaching staff in each of the classrooms listed. (See page 5 for detailed instructions.)

For the purposes of QRIS, “teaching staff” refers to lead teachers and assistant teachers/aides who are assigned to one room or one group of children for the majority of the day.

Teaching staff will be pre-populated if they have listed the facility/site as a current employer in their personal MERIT account.

You may remove a teacher from a classroom by selecting the Edit button on the right of the “Classrooms” table

When you are done reviewing your facility information select “Next.”

Step 3: Request for On-Site Evaluation, Facility Information (*continued*)

Classroom Information

Classroom Name:

Select the age range that is served in the classroom:

Classroom schedule:

☐ Full Day (more than 5 hours) ☐ Part Day (less than 5 hours)

Number of Children: Number of Staff:

Employees

Please select the staff members that belong to this classroom.

	First Name	Last Name	Employment Start Date	Position Title
<input checked="" type="checkbox"/>	Helena	Bonham-Carter	6/1/2012	Child Care Center Director
<input type="checkbox"/>				

You may remove a teacher from a classroom after selecting the Edit button on the right of the “Classrooms” table by unchecking the staff that are no longer working in the classroom. You can then check the box next to the correct staff.

The “Number of Staff” field must match the number of staff names you select.

After you have completed this step select “Save” to be taken back to Step 1, or “Add Another” to add another classroom.

Once you are finished you will be taken back to Step 1: Facility Information where you can click, “Next” to move to Step 2: Facility Demographics.

Step 4: Request for On-Site Evaluation, Facility Demographics

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Verify the following facility demographics and make updates as needed.

Facility Demographics

Please indicate which of the following characteristics for each category best describe your program.

Corporate Structure:

What best describes your facility location?

Does your program receive any of the following types of public funding?

☐ Child and Adult Care Food Program ☒ Child Care Subsidies ☐ Early Head Start ☐ ECEAP
☐ Head Start ☐ No Public Funding ☐ Other public funds

If Other:

How many children enrolled in your program receive public subsidies to attend your program?

Do any currently enrolled children have an IEP for diagnosed special needs? ☐ Yes ☒ No

Do any currently enrolled children have an IFSP for diagnosed special needs? ☐ Yes ☒ No

Primary language spoken in your facility (between provider and children)? If Other:

Secondary language spoken in your facility (between provider and children)? (optional) If Other:

Do you serve special populations? (optional)

☐ Foster Children ☐ Homeless Families ☐ Migrant Workers ☐ Military Families
☐ Teen Parents ☐ Other

If Other:

Is your program currently accredited by a nationally recognized early childhood accrediting body? (optional)

☐ American Montessori Society (AMS) ☐ Association Montessori Internationale (AMI) ☐ Association of Christian Schools International (ACSI) ☐ Montessori School Accreditation Commission (MSAC)
☐ National Accreditation Commission for Early Care and Education Programs (NAC) ☐ National AfterSchool Association (NAA) ☐ National Association for the Education of Young Children (NAEYC)

If Other:

Back Cancel Next

Early Achievers Request for On-Site Evaluation, Step 2: Facility Demographics.

Your information will pre-fill from your Early Achievers Application for Level 2. Please make updates if any of the information has changed.

If “Yes” is selected for the questions regarding whether currently enrolled children have either an IEP or IFSP, a table will populate which will allow you to specify a **diagnosed** special need.

When you are done reviewing your facility demographics select “Next.”

Step 5: Request for On-Site Evaluation, On-Site Evaluation

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Back Cancel Next

Program Schedule

Use this section to request an on-site evaluation. Programs should only request an evaluation when they have already been designated a Level 2 and are confident they can meet the minimum thresholds for ERS and CLASS. QRIS staff will use this information to schedule an on-site evaluation.

Applicant Cohort:

Hours of Operation

Monday	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Tuesday	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Wednesday	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Thursday	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Friday	<input type="text"/> <input type="text"/>	<input type="checkbox"/> Closed all day Add another time range

Block Out Dates

Block out dates are additional dates a program chooses when a visit may not be conducted. A program may choose up to two block-out dates per month of their application cohort period. QRIS does not conduct on-site evaluations on Saturdays, Sundays, or state holidays. You do not need to block out Saturdays, Sundays, or state holidays.

Please select an Applicant Cohort above

Site Evaluation Information

Is there anything else we should know about your facility prior to conducting the on-site evaluation? (optional)

Back Cancel Next

Early Achievers Request for On-Site Evaluation, Step 3: On Site Evaluation.

In this section you will decide which cohort you would like to join and then you will report your facility/site hours of operation.

You may also choose up to two “block out” dates for each month of your cohort. QRIS does not conduct on-site evaluations on Saturdays, Sundays or state holidays. You do not need to block out Saturdays, Sundays or state holidays.

The last section allows you to list any relevant information you would like QRIS staff to know about your facility prior to conducting the on-site evaluation.

When you are finished select “Next.”

Step 6: Request for On-Site Evaluation, Review & Submit

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Back Cancel

Review/Edit Data

Contact Information [View/Edit Information](#)

Name of Primary GRI & Contact: Helena Bonham-Carter
Role within the Program: Child Care Center Director
email: helena@bc.net
Phone: (509)509-5099

Optional
Name of Secondary GRI & Contact:
Role within the Program:
email:
Phone:

Facility Information [View/Edit Information](#)

Program Schedule
Full Day (more than 5 hours), Full Year

Children Served
How many children are you approved to serve (ex. Licensed capacity)? 10
Ages Served: Infant (0-11 months), Toddler (12-29 months), Pre-School (30 months - 5 years)
Total number of children from ages 0 through 5 years currently enrolled: 10
Total number of teaching staff: 1
Total number of classrooms: 1

Classrooms

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Name(s) of Teaching Staff	Head Start	ECEAP
Mixed Ages	Family Home Environment	10	1	Helena Bonham-Carter	<input type="checkbox"/>	<input type="checkbox"/>

Do the staff members listed above have MERIT accounts?

Facility Demographics [View/Edit Information](#)

Corporate Structure: Private Business (for profit)
What best describes your facility location? Urban
Does your program receive any of the following types of public funding? No Public Funding
How many children enrolled in your program receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies? 0
Do any currently enrolled children have any of the following diagnosed special needs? No
Primary language spoken in your facility (between provider and children)? English
Secondary language spoken in your facility (between provider and children)? (optional)
Do you serve special populations? (optional)
Is your program currently accredited by a nationally recognized early childhood accrediting body? (optional)

On-Site Evaluation [View/Edit Information](#)

Applicant Cohort: Period 3 July – September. On-Site evaluation occurs in October – December

Hours of Operation:

Monday	8:00 AM - 5:00 PM
Tuesday	8:00 AM - 5:00 PM
Wednesday	8:00 AM - 5:00 PM
Thursday	8:00 AM - 5:00 PM
Friday	8:00 AM - 5:00 PM

Block Out Dates: Oct 31

Is there anything else we should know about your facility prior to conducting the on-site evaluation? (optional)

Applicant Assurances

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

☐ I understand that my participation in Early Achievers is voluntary.
☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

Signature: I, _____, affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.
Date: 6/29/2012

Submit

Back Cancel

Early Achievers Request for On-Site Evaluation, Step 4: Review & Submit.

Please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the Applicant Assurances boxes.

It will ask you:

- ☐ I understand that my participation in Early Achievers is voluntary.
- ☐ I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

As a signature, the system will ask you to type in your first and last names as they appear in MERIT. The system will auto-fill with today's date.

Then click **“Submit.”**

Step 7: Request for On-Site Evaluation, Confirmation


MERIT » Facility/Site » Early Achievers Request for On-Site Evaluation

You have successfully submitted a request for on-site evaluation. Your request and application materials will be reviewed by QRIS Staff and you will be contacted by a local representative for an on-site consultation. A copy of your application has been sent to you via email in .pdf format. For instructions on viewing .pdf files, please go to <http://get.adobe.com/reader/?promoid=HRZAC> for details.

Done


Done

Employees Information | Account Management | **Early Achievers**



YOU HAVE REQUESTED AN ON-SITE EVALUATION

Your request for on-site evaluation has been submitted and is currently pending. The Regional Coordinator will review your completed rating readiness tool to determine if your facility will be evaluated at this time. You will receive email notification once a decision has been reached.



Quality Rating Improvement System (QRIS) Applications

Early Achievers Registration Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS). Early Achievers is currently available in the following counties: Adams, Asotin, Clallam, Clark, Columbia, Cowlitz, Garfield, Grant, Jefferson, King, Kitsap, Kittitas, Klickitat, Pend Oreille, Pierce, Skamania, Spokane, Stevens, Wahkiakum, Walla Walla, Whitman, Yakima.

Early Achievers Application for Level 2 Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.

Early Achievers Request for On-Site Evaluation Use this application to apply for an on-site evaluation for Levels 3-5 of Early Achievers.

You will now see a confirmation screen with a link to instructions regarding how to view your submitted application. You will receive a confirmation email that will contain a .pdf copy of your submitted Early Achievers Request for On-Site Evaluation.

Your application materials will be reviewed by your Regional Coordinator who will approve or deny your request for evaluation. You will receive an email confirmation once a decision has been reached.

You may click, “Done” and the system will take you back to the Facility/Site tab, Early Achievers sub tab.

Questions? Please contact us at QRIS@DEL.WA.GOV